



# Foreign Affairs Handbook

## 4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-30

Date: May 20, 2003

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### 4 FAH-1 H-310, H-420, H-430, H-520, and H-620, UPDATES

#### MAJOR CHANGES:

1. Revisions since the last update are listed in paragraph 5 below. They appear in ***bold italics*** in the handbook. Other than formal titles, the bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.

2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

4. The legal authority and additional reference materials can be found at the following websites:

- Code of Federal Regulations (CFR)—  
<http://frwebgate.access.gov/egi-bin/get-cfr>,
- United States Code (U.S.C.)—  
<http://www4.law.cornell.edu/uscode>; and
- Office of Personnel Management—  
<http://www.opm.gov>

5. The updated subchapters are: H-310, H-420, H-430, H-520, and H-620.

6. **H-310 (11 of 51)**—Establish a new operating allowance for the Ruwe Award.
7. **H-420 (9 of 71)**—Establish a new organization code 091320 INL Budget Division.
8. **H-420 (9 of 71)**—Change symbol and title for organization code 091310.
9. **H-420 (31 of 71)**—Change symbol and titles for organization code 146400.
10. **H-420 (38 of 71)**—Add discontinuance annotation to 174250 as of 5/15/03.
11. **H-420 (38 of 71)**—Establish new organization codes 174400, 174410, 174420, and 174430.
12. **H-420 (42 of 71)**—Establish new organization codes 182310 and 182320.
13. **H-420 (43 of 71)**—Add discontinuance annotation to organization codes 183320, 183321, 183322, and 183323.
14. **H-420 (43 of 71)**—Change symbol and titles on organization codes 183330 and 183333.
15. **H-420 (43 of 71)**—Establish organization codes 183334 and 183335.
16. **H-420 (61 of 71)**—Change symbol and title on organization code 247040.
17. **H-430 (23 of 84)**—Removed “closed 10/31/95” annotation on Malabo Post 519.
18. **H-430 (26 of 84)**—Removed “closed 10/31/95” annotation on Malabo Post 519.
19. **H-430 (49 of 84)**—Establish organization code 343268 for Baghdad, Iraq SEOP.
20. **H-430 (52 of 84)**—Establish organization code 351068 for Yaounde, Cameroon SEOP.
21. **H-520 (106 of 126)**—Change function code title and description for 7560.

22. **H-520 (107 of 126)**—Change function code titles and descriptions for 7561, 7563, and 7660.

23. **H-520 (108 of 126)**—Change function code titles and descriptions for 7663, 7664, 7665, 7667, 7670 and 7671.

24. **H-620 (7 of 10)**—Establish new revenue source code AFBL for Ruwe Memorial Award.

### **FILING INSTRUCTIONS (Paper copy only)**

1. Remove and destroy subchapters H-310, 420, 430, 520, 620 and replace with the attached subchapters (342 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FMH-30, and initial.

### **DISTRIBUTION NOTICE**

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room B935, (202) 736-7470, FAX (202) 736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to RM/GFS/FPRA/FPMC. FPMC may be reached at (703) 516-1681. **(RM/GFS/FPRA/FPMC)**